

## **POSITION ANNOUNCEMENT PROCUREMENT ADMINISTRATOR**

**POSITION #:** 2018-05 AD  
**ANNOUNCED:** August 31, 2018  
**CLOSES:** Open until filled  
**Priority given to applications received by October 1, 2018**

The Federal Public Defender for the Western District of Washington is accepting applications for a full-time Procurement Administrator in our Seattle office. Our office provides legal representation to indigent persons charged with criminal offenses in United States District Court.

**Salary:** The starting salary range for this position is \$79,570-\$94,618. Salary is based on education and years of relevant and specialized experience. This position is contingent on federal funding. Compensation includes federal government benefits, paid vacation, sick leave, and holidays. Salary is paid biweekly by direct deposit only.

### **Responsibilities:**

The Procurement Administrator (PA) handles a variety of administrative and management matters which often involve multi-tasking and short deadlines. The PA performs and manages all aspects of procurement, including oversight to ensure adherence to federal and local financial procurement practices and procedures. The PA checks for accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies.

The position requires the ability to research and evaluate suppliers based on price, quality, service, support, availability, and reliability. The PA obtains and reviews competitive bids, quotes, and proposals from vendors, and coordinates with selected vendors on supply and delivery of purchased items. The PA also evaluates and monitors contract performance to ensure compliance with contracted obligations

As part of the procurement process, the PA purchases supplies, equipment, and services from governmental and non-governmental sources through new contracts, competitive bids, or existing government contracts.

The PA also assesses requests for goods and services, requests funds, prepares spreadsheets, and maintain databases to track certain expenditures.

This position may supervise a minimum of three employees.

## **Requirements:**

Applicants must have a minimum of two years of specialized experience and knowledge of procurement procedures, guidelines, policies, and practices. The candidate must possess skills necessary to prepare requests for quotes and bids, and have the ability to research, interpret, and implement federal judiciary guidelines, rules, regulations, and policies regarding purchasing. In addition, the candidate must be able to obtain federal government Contracting Officer Certification Program Levels 1-3 and will be required to attend out-of-state training for this program in 2019.

The applicant must possess strong organizational, planning, problem-solving, math, and analytical skills along with a high level of proficiency and technical skills in Adobe Acrobat, Microsoft Word, and Microsoft Excel. The candidate should have excellent grammar, written, and oral communication skills as well as excellent customer service skills and the ability to maintain confidentiality. This position will involve some travel. A valid driver's license is required.

## **Qualifications:**

Completion of a bachelor's degree in a related field or a combination of formal training and procurement experience in the field of contracts and procurement is preferred.

This is a high-sensitive position within the Judiciary. As a condition of employment, the selected candidate must be fingerprinted and must successfully complete a background investigation with periodic updates every five years thereafter.

Applicants must be United States Citizens or eligible to work in the United States.

## **Applications:**

Employment, education, and references will be verified prior to an offer of employment. Preference will be given to applications received by October 1, 2018.

Qualified persons may apply by emailing a letter of interest, résumé, and at least two work references (including name, address, and telephone number) to [wawpersonnel@fd.org](mailto:wawpersonnel@fd.org). Please attach all materials as a single PDF and note the position number in the email subject line. An email confirming receipt of application materials will be sent to all applicants, however only persons offered an interview will be contacted further. The job announcement will be removed from <http://waw.fd.org> once the position has been filled.

## **NO TELEPHONE OR EMAIL INQUIRIES.**

The Federal Public Defender is an equal opportunity employer and values workplace diversity.